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# Project Charter

Rutherford South 2-03 & 2-05 AV Upgrades

June 27, 2012

Prepared By:

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### **Project Description**

This Charter formally authorizes a project to upgrade the Rutherford South 2-03 and 2-05 computer labs audio visual systems. The audio visual systems are older than 7 years in these rooms and are beginning to fail. A project plan will be developed and submitted to the Project Sponsor for approval. Commencement of project activities will begin upon approval of the project plan and the resources to execute it by the Project Sponsor. Included in the project plan are to be a scope statement; schedule; cost estimate; budget; and provisions for scope, resource, schedule, communications, quality, risk, procurement, and stakeholder management as well as project control.

### **Project Scope**

The purpose of the Rutherford S AV Upgrade project is to upgrade the audiovisual systems in both Rutherford South 2-03 and 2-05 due to recently losing the AMX programming in Rutherford South 2-03 which caused users to not be able to use the system properly. The current AMX programmer in AICT did not create the program for this room, so it would have to be reprogrammed from the ground up. With the failure of the AMX system, the age of the equipment in the room, and the need to upgrade all our audio visual systems to digital it the best value to upgrade the whole system at this time. This project meets AICT's vision for providing a uniform infrastructure in classrooms and labs technologies that will further advance teaching and learning at the University of Alberta. The project deliverables shall include an improved audio visual system which will result in little down time and faster recovery if a failure should happen.

The Project Manager, Maureen Walker, is hereby authorized to interface with management as required, negotiate for resources, delegate responsibilities within the framework of the project, and to communicate with all contractors and management, as required, to ensure successful and timely completion of the project. The Project Manager is responsible for developing the project plan, monitoring the schedule, cost, and scope of the project during implementation, and maintaining control over the project by measuring performance and taking corrective action.

The project start date is May 28 and the end date is September 4. The equipment has been ordered, and is expected to arrive on August 7. Installation will take 2 weeks, and then we will need to work with Facilities & Operations for the power and projector pipe moves as needed (10 days).

### **Project Budget**

The budget for the Rutherford S AV Upgrade project is \$39,005 and it is to be funded through the AICT Project Management Budget.

## SPONSOR ACCEPTANCE

Approved by the Project Sponsor:



Jason Ross  
Team Lead Repair & Deployment Support

Date: June 28/2012